

RULES OF GEORGIA BOARD OF EXAMINERS OF LICENSED DIETITIANS

TABLE OF CONTENTS

Chapter 157-1: ORGANIZATION OF BOARD

Chapter 157-2: LICENSURE REQUIREMENTS

Chapter 157-3: FEES

Chapter 157-4: LICENSURE WITHOUT EXAMINATION

Chapter 157-5: CONTINUING PROFESSIONAL EDUCATION

Chapter 157-6: CODE OF CONDUCT AND ETHICS OF DIETITIANS

Chapter 157-7: PROVISIONAL PERMIT

CHAPTER 157-1

ORGANIZATION OF BOARD

TABLE OF CONTENTS

157-1-.01 Officers, Meetings

157-1-.02 Division Director, Records

All rules and regulations pertaining to the administration of the Georgia Board of Examiners of Licensed Dietitians shall be administered by the Division Director of the Professional Licensing Boards Division of the Secretary of State. The office is located at 237 Coliseum Drive, Macon, Georgia 31217. Authority O.C.G.A. Secs. 43-1-3, 43-1-25, 43-11A-3.

157-1-.01 Officers, Meetings. Amended.

The Board shall elect a chairman, vice-chairman and cognizant member at the annual meeting held during the first quarter of the fiscal year. The vice-chairman shall preside at meetings in the absence of the chairman. The chairman shall call all meetings except that, four members may call a meeting, provided all members are adequately notified. The chair shall appoint a cognizant member in the event the cognizant member is unable to serve.

Authority O.C.G.A. Secs. 43-1-25, 43-11A-6, 43-11A-7. **History.** Original Rule entitled "Officers, Meetings" adopted as ER. 157-1-0.1-.01. F. Oct. 3, 1985; eff. Sept. 26, 1985, the date of adoption.

Amended: Permanent Rule of same title adopted. F. Dec. 12, 1985; eff. Jan. 1, 1986. **Repealed:** New Rule of same title adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-1-.02 Division Director, Records. Amended.

Pursuant to O.C.G.A. § 43-1-3 the Division Director shall:

- (a) keep all records relating to the Professional Licensing Boards Division;
- (b) receive all applications for licenses;
- (c) with the consent of the Board, schedule the time and place for examination;
- (d) schedule the time and place for hearings;
- (e) issue certificates upon authority of the Board;
- (f) collect all fees;
- (g) sign and attest all orders and processes of the Professional Licensing Boards Division.

Authority O.C.G.A. Secs. 43-1-3, 43-1-25, 43-11A-3, 43-11A-7. **History.** Original Rule entitled "Joint Secretary, Records" adopted as ER. 157-1-0.1-.02. F. Oct. 3, 1985; eff. Sept. 26, 1985, the date of adoption.

Amended: Permanent Rule of same title adopted. F. Dec. 12, 1985; eff. Jan. 1, 1986. **Repealed:** New Rule entitled "Division Director, Records" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

CHAPTER 157-2

LICENSURE REQUIREMENTS

TABLE OF CONTENTS

157-2-.01 Definitions

157-2-.02 Applications for Licensure

157-2-.03 Examination and Re-examination

157-2-.04 Renewal of License and Penalties, and Reinstatement

157-2-.05 Fines and Penalties; Name and Address Changes

157-2-.01 Definitions. Amended.

(1) For purposes of O.C.G.A. 43-11A-9(1) a major course of study shall mean:

(a) A program granted accreditation or approval by the Commission on Accreditation for Dietetic Education (CADE) of the American Dietetic Association (ADA); or

(b) Upper division courses in human nutrition, food and nutrition, dietetics, food systems management, nutrition education or a combination thereof determined by the Board to be greater than or substantially equal to a Commission on Accreditation for Dietetic Education (CADE) accredited or approved program. The earned degree does not need to be in these areas.

(2) For purposes of O.C.G.A. 43-11A-9, “Supervised Experience” component of dietetic practice shall consist of 900 hours of supervised practice/experience under the supervision of a state licensed practitioner or a registered dietitian. The acceptable routes of obtaining this experience include:

(a) A program formerly or currently approved or accredited by the Commission on Accreditation for Dietetic Education (CADE) of the American Dietetic Association (ADA):

1. Dietetic Internship (DI);
2. Coordinated Program (CP);
3. Approved Preprofessional Practice Program (AP4).

(b) A program formerly approved by the Commission on Accreditation for Dietetic Education (CADE) of the American Dietetic Association (ADA):

1. Six (6) months/900 hours experience;
2. Three (3) years preplanned with B.S. degree.

(c) Board approved equivalent experience:

1. Length of experience. The experience must be a minimum of six (6) calendar months full-time (i.e., 40 hours per week) on a continuous basis. Equivalent time such as 12 months at 20 hours per week or nine (9) months at 30 hours per week is also acceptable. The experience must be completed within five (5) years of submission of application for licensure.

2. Required Learning Activities. A guideline and sample format sheet supplied by the Board must be used in describing the experience. The description of the experience is to reflect all of the Board’s required learning activities (RLA) in the areas of both:

- (i) Food service systems management; and
- (ii) Clinical and community nutrition.

3. Level of Experience. The description of experience must demonstrate that the experience is at a professional level and the degree of responsibility is sufficient to prepare one for a professional career in dietetics. Experience in which the major part is below that of an entry-level dietitian will not be accepted. Any practicum experience or research gained through graduate coursework cannot be used as qualifying experience.

4. Endorsements. Two endorsements are required:

(i) One endorser must be a state licensed practitioner or a registered dietitian who directs and evaluates the applicant for the continuous six-month full-time or part-time equivalent qualifying work experience.

(ii) The second endorser must be a person who is in a position to evaluate the applicant's work throughout the period of qualifying experience and is qualified to professionally assess the applicant's work in nutrition and dietetics.

(iii) The endorsers shall follow the current published guidelines of the Board.

(iv) For purposes of Rule 157-2-.01(2), a state licensed practitioner is defined as a dietitian or nutritionist with a valid license to practice in this or another state, political territory or jurisdiction acceptable to the Board.

Authority O.C.G.A. Secs. 43-1-25, 43-11A-7, 43-11A-9. **History.** Original Rule entitled "Application for Licensure" adopted as ER. 157-2-0.2-.01. F. Oct. 3, 1985; eff. Sept. 26, 1985, the date of adoption.

Amended: Permanent Rule of same title adopted. F. Dec. 12, 1985; eff. Jan. 1, 1986. **Amended:** F. Dec. 30, 1987; eff. Jan. 19, 1988. **Repealed:** New Rule entitled "Definitions" adopted. F. Apr. 7, 1988; eff. Apr. 27, 1988. **Amended:** F. June 26, 1991; eff. July 16, 1991. **Amended:** F. Jan. 13, 1992; eff. Feb. 2, 1992.

Amended: F. June 2, 1993; eff. June 22, 1993. **Amended:** F. June 3, 1994; eff. June 23, 1994. **Repealed:** New Rule of same title adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-2-.02 Applications for Licensure. Amended.

(1) An applicant for licensure shall submit to the Board:

(a) The completed application form provided by the Board.

(b) A photograph of the applicant. Only a passport type (3" × 3") taken within the past twelve months will be accepted.

(c) The proper fee (see fee schedule).

(d) The Board may request additional verification of any requirements or credentials, as it may deem necessary.

(2) Exam applicants must submit:

(a) All applicants for licensure except as provided in 157-4 shall submit to the Board an official transcript with school seal affixed showing degree(s) earned, area of major study and date of graduation.

(b) All applicants who have obtained their education outside of the United States and its territories must have their academic degree(s) validated by an approved credentialing agency as equivalent to the baccalaureate or master's degree conferred by a regionally accredited college or university in the United States.

(c) For licensure examination purposes only, a person who has filed the required application, paid the required fee and has been notified of acceptance by the Board shall be permitted to take the examination.

(d) The Board may request additional verification of any requirements or credentials as it may deem necessary.

Authority O.C.G.A. Secs. 43-1-25, 43-11A-7, 43-11A-9, 43-11A-12, 43-11A-13. **History.** Original Rule entitled "Examination and Re-examination" adopted. F. Dec. 12, 1985; eff. Jan. 1, 1986. **Amended:** F. June 26, 1987; eff. July 16, 1987. **Amended:** F. Dec. 30, 1987; eff. Jan. 19, 1988. **Repealed:** New Rule entitled "Application for Licensure" adopted. F. Apr. 7, 1988; eff. Apr. 27, 1988. **Repealed:** New Rule entitled "Applications for Licensure" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-2-.03 Examination and Re-examination. Amended.

- (1) All applicants for licensure are required to have successfully passed an examination approved by the Board.
- (2) The Board shall notify applicants for licensure examination purposes only of their examination results.
- (3) An applicant who fails the examination may re-take the examination by notifying the Board, paying the required fee, and meeting the conditions as prescribed by the testing service.

Authority O.C.G.A. Secs. 43-1-7, 43-1-25, 43-11A-9, 43-11A-13. **History.** Original Rule entitled "Renewal of License" adopted. F. Dec. 12, 1985; eff. Jan. 1, 1986. **Amended:** F. Apr. 9, 1986; eff. Apr. 29, 1986. **Repealed:** New Rule entitled "Examination and Re-examination" adopted. F. Apr. 7, 1988; eff. Apr. 27, 1988. **Amended:** F. June 2, 1993; eff. June 22, 1993. **Repealed:** New Rule of same title adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-2-.04 Renewal of License and Penalties, and Reinstatement.

(1) Renewal of License and Fees.

(a) A license issued by the Board shall expire on March 31st of even numbered years. The license may be renewed upon payment of the renewal fee and completion of the renewal application provided all requirements have been met.

(b) The license of any licensee who fails to apply for renewal by March 31st of the renewal year may be renewed by June 30th of that year by the payment of the current renewal fee plus an additional late renewal fee. See fee schedule. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.

(c) Each licensee applying for renewal must satisfactorily complete any continuing professional education requirements established by the Board.

(d) The Board may request additional verification of any requirements or credentials, as it may deem necessary.

(e) The failure to renew a license by June 30th following the March 31st expiration date shall cause the license to be administratively revoked and subject to reinstatement at the discretion of the board.

(2) Reinstatement of License.

(a) A license that is no longer active shall be reinstated by the licensee upon meeting the conditions set by the board.

(b) To reinstate a license the applicant must:

1. submit an application for reinstatement, supplied by the Board;
2. pay the required reinstatement fee;
3. submit proof of having met Continuing Professional Education Requirements.
4. the Board may request additional verification of any requirements or credentials, as it may deem necessary.

(3) Inactive license status.

(a) The holder of an active license may request to place the license on inactive status by submitting a written request to the board no later than June 30th following the March 31st expiration date.

(b) The holder of an inactive license that continues to practice is subject to disciplinary action for unlicensed practice.

(c) An inactive license may be reinstated by application for Reinstatement as provided in Rule 157-2-.04(2).

(d) The holder of an inactive license is required to obtain the required continuing professional education units that are obtained by active licensees.

Authority O.C.G.A. Secs. 43-1-4, 43-1-7, 43-1-19, 43-1-22, 43-1-25, 43-11A-7, 43-11A-14, 43-11A-15. **History.** Original Rule entitled "Renewal of License and Penalties, Reinstatement, Requirements for Inactive Status" adopted. F. Apr. 7, 1988; eff. Apr. 27, 1988. **Amended:** F. June 2, 1993; eff. June 22, 1993. **Amended:** F. June 21, 1996; eff. July 11, 1996. **Amended:** F. Aug. 29, 1997; eff. Sept. 18, 1997. **Repealed:** New Rule entitled "Renewal of License and Penalties, and Reinstatement" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002. **Amended:** F. June 22, 2004; eff. July 12, 2004. **Repealed:** New Rule of same title adopted. F. Dec. 13, 2005; eff. Jan. 2, 2006.

157-2-.05 Fines and Penalties; Name and Address Changes.

(1) Upon finding that a violation has occurred, in accordance with O.C.G.A. §§ 43-11A-15 and 43-1-19, the Board has the authority to sanction any license issued, deny a license, or refuse to renew a license.

(2) The Board may impose any or all of the following:

(a) Public or Private Reprimand;

(b) Letter of Concern;

(c) Imposition of Fine(s);

(d) Period of Probation; and

(e) Any other action the Board may deem appropriate.

(3) With respect to unlicensed practice, the board may consider each day as a separate violation.

(4) Mitigating circumstances may be taken into account in varying the sanctions subject to the Board's discretion. Mitigating circumstances shall not include failure to notify the board of an address change or failure to receive a renewal application.

(5) Name Change. A name change request shall be accompanied by a copy of the marriage certificate, court order, or other documentation of a legal name change.

(6) Change of Address. It is the duty of each licensee to notify the Board immediately in writing of any change of address. The U.S. Postal Service may not forward mail, including renewal applications, from the Board office.

Authority O.C.G.A. Secs. 43-1-19, 43-1-25, 43-11A-7, 43-11A-14, 43-11A-15. **History.** Original Rule entitled "Fines and Penalties" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002. **Repealed:** New Rule entitled "Fines and Penalties; Name and Address Changes" adopted. F. Dec. 3, 2004; eff. Dec. 23, 2004.

CHAPTER 157-3

FEES

TABLE OF CONTENTS

157-3-.01 Application Fees

157-3-.02 Other Fees

157-3-.03 Refunds and Insufficient Funds

A fee schedule is available from the Board. Fees may be reviewed and changed at the discretion of the Board. All fees shall be submitted with the application, request for other services or upon notification by the Board and the Division Director.

157-3-.01 Application Fees. Amended.

Fees are charged for the following:

- (a) Registration;
- (b) Examination;
- (c) Re-examination;
- (d) Endorsement;
- (e) Biennial renewal;
- (f) Late renewal;
- (g) Reinstatement;
- (h) Any additional fee the Board deems appropriate.

Authority O.C.G.A. Secs. 43-1-3, 43-1-7, 43-1-25, 43-11A-7. **History.** Original Rule entitled "Fees" adopted as ER. 157-3-0.3-.01. F. Oct. 3, 1985; eff. Sept. 26, 1985, the date of adoption. **Amended:** Permanent Rule of same title adopted. F. Dec. 12, 1985; eff. Jan. 1, 1985. **Amended:** F. Apr. 9, 1986; eff. Apr. 29, 1986. **Repealed:** New Rule entitled "Application Fees" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-3-.02 Other Fees.

Other fees may be charged for the following:

- (a) Duplicate license, and/or identification card, which may have been stolen, lost, misplaced or mutilated;
- (b) Change of name and/or address;
- (c) Wall certificate and duplicate certificate;
- (d) Verification of license to another state;
- (e) Roster of licensees;
- (f) Any copied materials;
- (g) Any bad checks;
- (h) Any additional fee the Board deems appropriate.

Authority O.C.G.A. Secs. 43-1-3, 43-1-7, 43-1-25, 43-11A-7. **History.** Original Rule entitled "Other Fees" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-3-.03 Refunds and Insufficient Funds.

(1) Any request for refund must be submitted in writing and must be made within six months from the date Board receives said fee.

(2) Application fees are non-refundable.

(3) An indebtedness to the Board caused by a returned check will be dealt with in accordance with Code Section 16-9-20 of the Criminal Code of Georgia if applicable.

Authority O.C.G.A. Secs. 43-1-7, 43-1-25, 43-11A-7. **History.** Original Rule entitled "Refunds and Insufficient Funds" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

CHAPTER 157-4

LICENSURE WITHOUT EXAM

TABLE OF CONTENTS

157-4-.01 Licensure without Exam

157-4-.02 Licensure by Registration

157-4-.03 Licensure by Endorsement

157-4-.01 Licensure without Examination. Amended.

(1) An applicant for licensure without examination may apply by either registration by the Commission on Dietetic Registration (CDR) or endorsement.

(2) To be eligible for licensure without examination, the applicant must have successfully passed the CDR examination.

Authority O.C.G.A. Secs. 43-1-25, 43-11A-7, 43-11A-8, 43-11A-9. **History.** Original Rule entitled “Licensure without Exam” adopted. F. June 26, 1987; eff. July 16, 1987. **Amended:** F. Sept. 5, 1989; eff. Sept. 25, 1989. **Repealed:** New Rule of same title adopted. F. June 26, 1991; eff. July 16, 1991. **Amended:** F. June 2, 1993; eff. June 22, 1993. **Repealed:** New Rule entitled “Licensure without Examination” adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-4-.02 Licensure by Registration.

Any applicant registered by CDR shall submit:

- (a) The completed application form provided by the Board.
- (b) A photograph of the applicant. Only a passport type (3" × 3") taken within the past twelve months will be accepted.
- (c) The proper fee (see fee schedule).
- (d) A copy of the valid current registration card from CDR.
- (e) The Board may request additional verification of any requirements or credentials as it may deem necessary.

Authority O.C.G.A. Secs. 43-1-25, 43-11A-7, 43-11A-8, 43-11A-9, 43-11A-19. **History.** Original Rule entitled “Requirements for Nutritionists With Merit System Work Experience” adopted. F. Feb. 13, 1995; eff. Mar. 5, 1995. **Repealed:** F. June 21, 1996; eff. July 11, 1996. **Amended:** New Rule entitled “Licensure by Registration” adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-4-.03 Licensure by Endorsement.

Any applicant holding a valid license as a licensed dietitian issued by another state, political territory, or jurisdiction acceptable to the Board, if, in the Board’s opinion, the requirements are substantially equal to or greater than the requirements of this chapter, 43-11A-8, shall submit:

- (a) The completed application form provided by the Board.
- (b) A photograph of the applicant. Only a passport type (3" × 3") taken within the past twelve months will be accepted.
- (c) The proper fee (see fee schedule).

(d) A letter under seal from the appropriate state official issuing the license indicating that the license is current and in good standing.

(e) The Board may request additional verification of any requirements or credentials as it may deem necessary.

Authority O.C.G.A. Secs. 43-1-25, 43-11A-7, 43-11A-8. **History.** Original Rule entitled "Licensure by Endorsement" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

CHAPTER 157-5

CONTINUING EDUCATION REQUIREMENTS

TABLE OF CONTENTS

157-5-.01 Continuing Education Requirements. Amended

157-5-.01 Requirements and Definitions. Amended.

- (1) Thirty (30) units of continuing professional education completed during each biennium is required for renewal except as otherwise provided in this chapter. See Rule 157-2-.04.
- (2) The thirty (30) units of continuing professional education must be completed prior to the submission of the application for renewal.
- (3) Hours in excess of thirty (30) obtained during any renewal period (December 1st odd year to March 31st even year) may be carried over to the next biennium (April 1st even year to March 31st even year).
- (4) Anyone initially licensed between April 1st of an odd year through March 31st of the even year, which is the second year of the biennium, is not required to meet continuing professional education requirements for that biennium.
- (5) Continuing Professional Education Units (CPEUs) as used herein means one contact hour of an activity shall equal one CPEU unless specifically stated otherwise.
- (6) Continuing Professional Education must meet the following requirements:
 - (a) consist of education beyond that required for entry into the profession;
 - (b) update, enhance or assess knowledge and skills required for competent performance;
 - (c) dietetics-related;
 - (d) provide learning outcomes that apply to practice.

Authority O.C.G.A. Secs. 43-1-19, 43-11A-7. **History.** Original Rule entitled "Continuing Education Requirements" adopted. F. Apr. 7, 1988; eff. Apr. 27, 1988. **Repealed:** New Rule of same title adopted. F. Oct. 17, 1989; eff. Nov. 6, 1989. **Repealed:** New Rule of same title adopted. F. May 20, 1992; eff. June 9, 1992. **Amended:** F. June 2, 1993; eff. June 22, 1993. **Amended:** F. June 21, 1996; eff. July 11, 1996. **Repealed:** New Rule entitled "Requirements and Definitions" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-5-.02 Documentation Requirements.

- (1) A licensee must retain all required supporting documents as proof of completion of continuing professional education for no less than five (5) years.
- (2) Proof of continuing professional education may be documented by:
 - (a) A copy of the licensee's current Commission on Dietetic Registration (CDR) card and CDR record of continuing professional education; provided, however, that the continuing professional education complies with the requirements specified within this chapter; or
 - (b) Certificate of attendance including date of event, number of contact hours and a program agenda or description of the course; or

(c) Official college or university transcripts and a brief course description of academic coursework; or

(d) Other appropriate reporting form(s) as determined by the Board.

Authority O.C.G.A. Secs. 43-1-19, 43-11A-7. **History.** Original Rule entitled “Documentation Requirements” adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002. **Amended:** F. June 15, 2005; eff. July 5, 2005.

157-5-.03 Acceptable Continuing Professional Education.

(1) Acceptable continuing professional education activities must meet the requirements of this section and may include activities sponsored by the following approved organizations provided they meet the requirements and criteria of this section:

(a) Georgia Board of Examiners of Licensed Dietitians;

(b) American Dietetic Association (ADA) and affiliates;

(c) Commission on Dietetic Registration (CDR); or

(d) Other organizations as approved by the Georgia Board of Examiners of Licensed Dietitians.

(2) The following activities are acceptable, provided they meet the requirements and criteria of this section and may include:

(a) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Academic Coursework, Dietetics-related coursework, including distance learning, at a US regionally accredited college or university may be awarded continuing professional education units.

1. Academic coursework taken for credit or audit are converted to continuing professional education units as follows:

	Credit	Audit
(i) 1 semester credit	15 CPEUs	8 CPEUs
(ii) 1 trimester credit	14 CPEUs	7 CPEUs
(iii) 1 quarter credit	10 CPEUs	5 CPEUs

2. Official college or university transcripts and a brief course description of academic coursework are required for documentation.

(b) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Case Presentations. Continuing professional education units may be awarded for attendance at a dietetics-related case presentation and include, but are not limited to grand rounds and patient case studies.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.
2. A certificate of attendance including date of event, number of contact hours and program agenda, or copy of brochure describing the case presentation is required for documentation.

(c) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Certificate Programs. A certificate program is an intensive training program, with a component that assesses the participant. Upon completion of the program, participants receive a certificate attesting to the mastery of a new knowledge/skill set. The certificate program must be dietetics-related, sponsored by a US regionally accredited college or university or an institution accredited/approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), National Committee for Quality Assurance (NCQA), or the Commission on Dietetic Registration (CDR).

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.
2. A certificate of completion including date completed, number of CPEUs and the name, address, phone number, and e-mail address or fax number of the provider is required for documentation.

(d) A maximum of six (6) continuing professional education units per biennium may be approved/accrued for viewing Exhibits. Learning through dietetics-related exhibits such as those presented with the ADA Food and Nutrition Conference and Exhibition may be awarded continuing professional education units when properly documented.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.
2. A certificate of attendance/completion including date completed and number of CPEUs or materials describing the exhibits (with date, timeline, provider, content) is required for documentation.

(e) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Experiential Skill Development training. Guidelines for experiential skill development include: the content must be dietetics-related, the training must include a didactic component, and the providers must be credentialed professionals in the subject area taught or must be a Registered Dietitian or Registered Dietetic Technician.

1. For culinary programs a Registered Dietitian or Registered Dietetic Technician must be involved in the planning or presentation.

2. Examples of experiential skill development training include culinary skills training (where content focuses on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance), physical assessment training, multi-skill training, and computer/technology training.

3. One (1) continuing professional education unit is equivalent to one (1) contact hour.

4. A certificate of attendance/completion, including date completed, number of CPEUs, the provider credentials and issuing organization is required for documentation.

(f) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Interactive Workshops. The workshop content is required to be dietetics-related, and should include interactive discussion or participation among attendees.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion, including date completed, number of CPEUs or a CPE Agenda/Outline (with objectives, date, timeline, provider) is required for documentation.

(g) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Journal Club activities. The journal club must be preplanned, provide for group participation, and include in-depth discussion of a single dietetics-related topic from pre-assigned articles/papers in professional, peer-reviewed journals.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion including date completed and number of CPEUs with the name, address, phone number, and e-mail address or fax number of the coordinator or a CPE agenda/ outline (with objectives, date, timeline, coordinator) is required for documentation.

(h) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for attending Lectures/ Seminars. The lecture/seminar content is required to be dietetics-related, and the CPE activity should include discussion or participation among attendees.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion including date completed and number of CPEUs or CPE agenda/outline (with objectives, date, timeline, provider) is required for documentation.

(i) A maximum of six (6) continuing professional education units per biennium may be approved/accrued for attending Poster Sessions. Learning through dietetics-related poster sessions such as those presented at the ADA Food and Nutrition Conference and Exhibition can be awarded continuing professional education units.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.
2. A certificate of attendance/completion including date completed and number of CPEUs or CPE Agenda/Outline (with objectives, date, timeline, provider) or program/flyer/brochure describing the poster session is required for documentation.

(j) A maximum of six (6) continuing professional education units per biennium may be approved/accrued for Professional Leadership. Holding an elected office in a dietetics or dietetics-related national, state, or district organization that contributes to the acquisition of leadership skills and professional development may be awarded continuing professional education units.

1. A notice, association directory, including name of association, elected office, date completed and number of CPEUs or other documentation confirming the office held and dates of service is required for documentation.

(k) a maximum of six (6) continuing professional education units per biennium may be approved/accrued for Professional Reading. Reading dietetics-related articles from peer-reviewed professional journals may be awarded CPE credit. The article must be read within 5 years of the date the article was published.

1. Reading each article is equivalent to one-half (0.5) continuing professional education unit.
2. A copy of the article abstract or first page of the article read, including citation, date completed and number of CPEUs is required for documentation.

(l) A maximum of twenty (20) continuing professional education units per biennium may be approved for conducting dietetics-related research as a sole or co-investigator. The investigator must participate substantially in the design of the work, analysis of data as well as writing of the report. This does not include research conducted to fulfill academic requirements, which receives continuing professional education units under academic coursework, or conducting literature reviews which are included under professional reading.

1. A sole investigator, who alone develops the study concept and design, conducts the analysis and writes the report, will receive twenty (20) continuing professional education units. A co-investigator, who participates substantially in development of the study concept and design, the analysis of data and writing of the report, will receive ten (10) continuing professional education units.

2. A final report to federal, state or other grant providing organization, or a letter verifying acceptance for publication in a peer-reviewed journal, or a copy of a published

journal article in a peer-reviewed journal, or a letter verifying acceptance of research at a peer-reviewed professional association conference is required.

(m) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Residency and Fellowship Programs. Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum of thirty (30) contact hours. The program must meet all the following criteria: post-baccalaureate-level, dietetics-related, formalized/structured experiences, and sponsored by a US regionally accredited college or university or an institution accredited/approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or NCQA.

1. Completion of the program provides thirty (30) continuing professional education units.

2. The name of the program, address, phone number, and email address or fax number of the provider along with a certificate of completion, including date completed and number of CPEU's are required for documentation.

(n) A maximum of twenty (20) continuing professional education units per biennium may be approved/accrued for Sponsored Independent Learning activities. The individualized learning activity must be planned, carried out by the learner and it must be dietetics-related. The learner contracts with an individual, who is an expert in a particular area, using the Sponsored Learning Contract available from ADA.

1. One (1) continuing professional education unit is equivalent to two (2) hours spent on this activity.

2. The sponsored independent learning contract with original signatures, including date completed and number of CPEU's is required for documentation.

(o) A maximum of twenty (20) continuing professional education units per biennium may be approved/accrued for Study Groups. The study group must be preplanned, provide for group participation, include 3 or more professionals, and include an in-depth study of a specific, dietetics-related topic.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion including date completed and number of CPEU's or CPE agenda/outline (with objectives, date, timeline, coordinator) along with the name, address, phone number, and email address or fax number of the coordinator is required for documentation.

(p) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for earning a certification/recertification as approved by ADA-CDR. For approval, the certification/recertification program must be dietetics-related. It must require that candidates meet eligibility requirements, pass an examination to become certified initially, and require certificants to pass an examination for recertification in order to remain certified.

1. Completion of a certification/recertification provides 30 continuing professional education units.

2. The name, address, phone number, and email address or fax number of the provider and copy of the document verifying date of issue and duration of the certification including number of CPEU's are required for documentation.

(q) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Pre-approved Self-Study. ADA-CDR pre-approved self-study programs and self-study programs offered by CDR Accredited Program Providers are acceptable. They may be audio-based, computer-based, printed, video-based, DVD-based, CD-based, or Web-based.

1. All self-study programs must meet ADA-CDR defined content, address a single topic in depth, periodicals must be preapproved, emphasis of the program must be on relevant content, must have a minimum of 1 contact hour that is verified, and there must be a professionally developed test at the end.

2. For most programs, one (1) continuing professional education unit is equivalent to one (1) contact hour.

3. A certificate of attendance/completion including date completed and number of CPEU's or CPE agenda/outline (with objectives, date, timeline, provider) is required for documentation.

(3) Unacceptable activities for continuing professional education units include, but are not limited to:

(a) Orientation and in-service programs;

(b) Meetings for the purpose of policy decisions;

(c) Non-educational meetings at association or organization meetings;

(d) Entertainment or recreational meetings or activities, and

(e) Activities that do not relate to dietetics services.

Authority O.C.G.A. Secs. 43-1-19, 43-11A-7. **History.** Original Rule entitled "Acceptable Continuing Professional Education" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002. **Amended:** F. June 15, 2005; eff. July 5, 2005.

CHAPTER 157-6

CODE OF CONDUCT AND ETHICS OF DIETITIANS

TABLE OF CONTENTS

157-6-.01 Code of Conduct

157-6-.02 Ethics of Dietitians

157-6-.01 Code of Conduct.

(1) Unprofessional Conduct Defined. Unprofessional conduct may include but is not limited to the following:

(a) failing to provide appropriate consultation or direction according to minimal standards of acceptable and prevailing practice;

(b) failing to supervise the provision of nutrition services in a healthcare facility according to minimal standards of acceptable and prevailing practice;

(c) failing to notify a doctor, nurse, or other appropriate practitioner of the healing arts as to recommended changes;

(d) practicing dietetics below the minimum standards of the profession as to assessments, evaluation, and documentation;

(e) practicing without a valid license;

(f) aiding in unlicensed practice, including but not limited to supervising, consulting, or co-signing notes of a registered dietitian that is not licensed under 43-11A;

(g) failing to report to the Board unlicensed practice of dietetics; and

(h) failing to provide client specific/appropriate nutritional counseling and education.

Authority O.C.G.A. Secs. 43-1-19, 43-1-25, 43-11A-7, 43-11A-15. **History.** Original Rule entitled “Ethics of Dietitians” adopted. F. June 26, 1987; eff. July 16, 1987. **Repealed:** New Rule of same title adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002. **Repealed:** New Rule entitled “Code of Conduct” adopted. F. Dec. 3, 2004; eff. Dec. 23, 2004.

157-6-.02 Ethics of Dietitians.

(1) The licensure law for dietitians provides that a Code of Ethics will be adopted and published and licensed dietitians will be required to adhere to the Code of Ethics. This code of ethics reflects the ethical principles of the dietetic profession and outlines obligations of the member to self, client, society, and the profession, and is adapted from the Code of Ethics for the Profession of Dietetics adopted by the American Dietetic Association and the Commission on Dietetic Registration. A violation of the Code of

Ethics is considered unprofessional conduct and grounds for discipline under OCGA 43-1-19(6); 43-11A-15(6).

(2) Pursuant to O.C.G.A. §43-11A-7(9), the Georgia Board of Examiners of Licensed Dietitians shall have the power to adopt, publish and enforce a Code of Ethics. The Licensed Dietitian provides professional services with objectivity and with respect for the unique needs and values of individuals by:

(a) providing sufficient information to enable clients, and others, to make their own informed decisions;

(b) avoiding discrimination on the basis of factors that are irrelevant to the provision of the professional services, including, but not limited to, race, creed, sex, ethnicity, religion, disability, national origin, sexual orientation and age; and

(c) not engaging in sexual harassment;

(3) The Licensed Dietitian accurately presents professional qualifications and credentials by:

(a) using “L.D.” or “Licensed Dietitian” only when his/her license is current and authorized by the Georgia Board of Examiners of Licensed Dietitians;

(b) using “PLD” or “Provisionally Licensed Dietitian” only when his/her permit is current and authorized by the Georgia Board of Licensed Dietitians;

(c) permitting use of his/her name for purpose of certifying that dietetics services have been rendered only if he/she has provided those services.

(4) The Licensed Dietitian does not aid another in violating any Law or Rule of the Georgia Board of Examiners of Licensed Dietitians or aid another person in representing himself/herself as a Licensed Dietitian/Provisionally Licensed Dietitian or practicing dietetics when he/she is not licensed or otherwise exempted from licensure.

(5) The Licensed Dietitian remains free from conflict of interest or the appearance of a conflict by providing full disclosure when a real or potential conflict of interest arises.

(6) The Licensed Dietitian promotes or endorses products only in a manner that is neither false nor misleading.

(7) The Licensed Dietitian assumes responsibility and accountability for personal competence in practice by:

(a) practicing dietetics based on scientific principles and current information;

(b) continually striving to increase professional knowledge and skills and to apply them in practice;

(c) recognizing the limits of his/her qualifications and where appropriate seeks counsel or makes referrals or collaborates with others;

(d) adhering to accepted standards for his/her area of practice.

(8) The Licensed Dietitian complies with all applicable laws and regulations concerning the profession, but seeks to change them if they are inconsistent with the best interest of the public and the profession.

(9) The Licensed Dietitian presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

(10) The Licensed Dietitian maintains the confidentiality of information and makes full disclosure about any limitations on his/her ability to maintain full confidentiality.

(11) The Licensed Dietitian conducts him/herself with honesty, integrity and fairness by:

(a) providing factual information to the public and colleagues of his/her services and not advertising in a false or misleading manner;

(b) making all reasonable effort to be objective and avoid bias of any kind in the professional evaluation of others.

(12) The Licensed Dietitian accepts obligation to protect the public and promotes the high standards of professional practice by upholding the laws, rules and Code of Ethics of the Georgia Board of Examiners of Licensed Dietitians and by reporting alleged violations.

Authority O.C.G.A. Sec. 43-1-25, 43-11A-7. **History.** Original Rule entitled "Ethics of Dietitians" adopted. F. Dec. 3, 2004; eff. Dec. 23, 2004.

CHAPTER 157-7

PROVISIONAL PERMIT

TABLE OF CONTENTS

157-7-.01 Definitions

157-7-.02 Application for Provisional Permit

157-7-.03 Renewal of Provisional Permit

157-7-.01 Definitions.

(1) Provisionally Licensed Dietitian as specified in O.C.G.A. § 43- 11A-10 shall mean a person issued a provisional permit by the Board to practice as a provisionally licensed dietitian under the supervision of a Georgia Licensed Dietitian.

(2) Dietitian as specified in O.C.G.A. § 43-11A-10 shall mean a person holding a current active license issued by the Board.

(3) Supervision as specified in O.C.G.A. § 43-11A-10 shall mean the licensed dietitian shall at all times be responsible for providing adequate supervision of the provisionally licensed dietitian supervised by him/her. Adequate supervision by a licensed dietitian shall include, but not be limited to, the following:

(a) An on-site face-to-face visit no less than once a month. The onsite visit shall include, but not be limited to, a review of client care plans and review of documentation prepared by the provisionally licensed dietitian.

(b) Communication with the provisionally licensed dietitian no less than once weekly to review the practice of dietetics as defined in O.C.G.A. § 43-11A-3(4).

(c) Be readily available to the provisionally licensed dietitian for direction, guidance and instruction.

(4) Provisional Permit as specified in O.C.G.A. § 43-11A-10 shall mean a permit issued by the Board to examination applicants at the discretion of the Board.

(5) The letters "PLD" means a Provisionally Licensed Dietitian who holds a current provisional permit issued by the Board as specified in O.C.G.A. § 43-11A-10.

Authority O.C.G.A. Secs. 43-1-25, 43-11A-3, 43-11A-7, 43-11A-10. **History.** Original Rule entitled "Provisional Permit" adopted. F. Apr. 23, 1998; eff. May 13, 1998.

Repealed: New Rule entitled "Definitions" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-7-.02 Application for Provisional Permit.

(1) All applicants for provisional permits must submit the following information to the Board:

(a) The application as specified in Rule 157-2-.02.

(b) A photograph as specified in Rule 157-2-.02.

(c) The proper fee as specified in Rule 157-7-.02.

(d) An official transcript with school seal affixed showing degree(s) earned, areas of major study and date of graduation.

(e) Documentation of completion of a supervised experience component in dietetics.

(f) An indication of the date when the examination will be taken.

- (g) For applicants who have obtained their education outside the United States and its territories a credential evaluation as specified in Rule 157-2-.02(2)(b).
 - (h) The Board may request additional verification of any requirements or credentials as it may deem necessary.
 - (2) A provisional permit shall not be issued if the applicant has ever failed any examination administered or approved by the Board.
 - (3) A provisional permit may be denied upon a determination that the applicant fails to meet the requirements for licensure pursuant to O.C.G.A. §§ 43-11A-15 and 43-1-19.
- Authority O.C.G.A. Secs. 43-1-7, 43-1-25, 43-11A-7, 43-11A-9, 43-11A-10. **History.** Original Rule entitled "Application for Provisional Permit" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

157-7-.03 Renewal of Provisional Permit.

- (1) A provisional permit issued by the Board shall expire either:
 - (a) one (1) year after issuance; or
 - (b) upon issuance by the Board of a license to practice dietetics.
- (2) A provisional permit may be renewed at the discretion of the Board upon submission of the following:
 - (a) application as specified in Rule 157-2-.02;
 - (b) proper fee as specified in Rule 157-2-.02;
 - (c) a statement indicating circumstances requiring the renewal of the provisional permit;
 - (d) the Board may request additional verification of any requirements or credentials as it may deem necessary.
- (3) A renewed provisional permit will be valid for a length of time as determined by the Board in its discretion.
- (4) The provisional permit shall not be renewed if the applicant has ever failed any examination administered or approved by the Board.
- (5) A provisional permit may be denied renewal upon a determination that the applicant fails to meet the requirements for licensure pursuant to O.C.G.A. § 43-11A-15 and O.C.G.A. § 43-1-19.

Authority O.C.G.A. Secs. 43-1-19, 43-1-25, 43-11A-3, 43-11A-7, 43-11A-10, 43-11A-15. **History.** Original Rule entitled "Renewal of Provisional Permit" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.